

Agenda Item V (d)

**BALDWIN HILLS CONSERVANCY
EXECUTIVE OFFICER
Duty Statement**

Under the direction of the Governing Board of the Baldwin Hills Conservancy, the Executive Officer provides advice, assistance and expertise with establishing and managing the Baldwin Hills Area. The Executive Officer's responsibilities include:

Provide advice, assistance and expertise to the Conservancy Board in the development and implementation of policy and procedures for the Conservancy and the Baldwin Hills Area.

Develop and implement projects and programs in the Baldwin Hills Area.

Provide for high level interagency coordination with state and local officials on actions affecting the Baldwin Hills Area.

Supervise the acquisition and management of lands within the Baldwin Hills Area.

Manage the Conservancy's external relations with public officials and interest groups, local governments and state agencies.

Manage the Conservancy's internal operations, including budgeting, contracts, personnel and office management.

Supervise the preparation and distribution of agendas, minutes and agenda materials for Board meetings; provide advice and assistance to the Board during meetings.

**BALDWIN HILLS CONSERVANCY
EXECUTIVE SECRETARY I
Duty Statement**

- 30% Create/type technical grant applications and proposals as directed by the Executive Officer for presentation to the Conservancy Board and various agencies. Organize data from various sources; prepare reports to Executive Officer, Deputy Attorney General, Budget Manager and others for recommendations on office procedures/management and project alternatives.
- 20% Obtain information for special projects as well as information needed for office management. Review budget and legislative changes that could affect the Conservancy and keep the Executive Officer apprised of these changes.
- 10% Transcribe minutes of regularly scheduled Baldwin Hills Conservancy Board of Directors meetings; coordinate final copy with Deputy Attorney General. Prepare all Agenda packages and insure the Conservancy's compliance with the Brown Act.
- 10% General correspondence created by Executive Officer for communication with developers, local and state government and non-profits.
- 5% Insure Governing Board's compliance with the Fair Political Practices Commission.
- 5% Screen phone calls and determine appropriate action. Process incoming mail and distribute as required after reviewing to determine if general information or specific data requiring action is needed.
- 5% Develop and maintain a map of the Baldwin Hills providing property ownership and designation.
- 5% Maintain a filing system on all data received and correspondence sent out. Evaluate files, manuals and management directives for retention or discard.
- 5% Purchase office supplies and office equipment. Prepare all invoices for payment and record allocation of budget expenditures and total amount of expenditures on a monthly basis. Maintain and update vendor data records. Coordinate all travel arrangements and scheduling of meetings.
- 5% Other duties as required.